

## Early Childhood Site Director Duties

All EC centers have a named site director for childcare licensing purposes. For the large centers (three or more classrooms) these centers have 15+ staff members and the site directors have several duties in addition to their teaching duties. Site directors are asked to oversee the day to day operations of the center. The following is a summary of site director duties:

- Understand, implement, and oversee childcare licensing rules and regulations for the center
- In the event of an emergency be prepared to follow safety protocols and take appropriate action for the center. Serve on the school crisis team as appropriate and/or work with the elem. staff to ensure the needs of the preschool students are considered in emergency plans.
- Work with custodial, kitchen, and office staff at elementary school to problem-solve needs in the ec centers.
- Be available for fire, health, childcare licensing department inspectors – answer questions, file reports, send reports to supervisor, follow-up with any concerns noted on the reports
- Lead monthly site meetings – set the agenda, run the meeting, follow-up to ensure the identified needed actions are dealt with in a timely manner
- Look over weekly substitute report to ensure accuracy of subfinder reports. Follow-up with the ec administrator if there are discrepancies.
- Submit work orders as needed to ensure safety of the building and grounds
- Oversee the needs of the center and take them to the appropriate person – this includes plumbing needs, safety needs, maintenance issues, nutritional service needs, emergency plans and evacuation kits, etc...
- Oversee the center budget – work with staff at the center to determine classroom budgets and center needs
- Oversee submittal of purchase orders and other purchase requisitions – monitor center budget, see that all budget requests from center staff are considered and presented to all center staff at site meetings
- Field questions and needs from center staff and share concerns with ec administrator and/or appropriate coordinator
- Oversee paraprofessional evaluations for paras who work throughout the center
- Liaison between admin staff and center staff